



Topsfield Finance Committee  
Minutes to the Meetings  
February 24, 2014

**I. Call to Order:** Chairman Mark Lyons called the meeting to order at 7:00 pm. Heidi Bond, Paul Dierze, Karen Dow, Dan Shugrue and Dana Warren were in attendance. Kellie A. Hebert; Town Administrator and Dick Gandt; Selectman, joined the meeting at 7:08PM.

**II. Minutes:** A motion was made by Dana Warren to approve the minutes from February 3, 2014. Dan Shugrue seconded the motion, voted in favor 6-0-0. A motion was made by Dana Warren to approve the amended minutes from February 10, 2014. Heidi Bond seconded the motion, voted in favor 5-0-1. Paul Dierze abstained.

**III. Department Head Budget Presentations:**

- A. Board of Health: (7:06 pm - 7:30 pm) John Coulon presented the department budget to the Committee with an overview of the services provided. No direct request for additional budget funding was made.
- B. Elementary Schools: (7:30 – 8:45 pm) Steve Greenberg; Assistant Superintendent of Operations, Bernie Creeden; Superintendent, and Elementary School Committee members Susan Archer; Chair, Catherine Carlson, Rosemarie Lucy and Gordon Spater presented their current priorities and the draft budget to support those priorities. The current budget proposal falls well above Finance Committee guidelines. Chairman Mark Lyons asked the Elementary team to look for ways to reduce their draft budget to get closer to guidelines. He inquired as to the School Committee's intentions from here, and clarified that authority to be placed on the Town Meeting Warrant and on the ballot for an override lies exclusively with the Selectmen. The School team promised to keep the Finance Committee informed of its budgetary actions.
- C. Water Dept: (8:45 – 9:15 pm) Gregory Krom; Superintendent and Water Commissioners Philip Knowles; Chairman, Richard Stone and Mark Gallagher presented a revised budget along with additional information on the other proposed Warrant articles. Greg Krom will provide the Committee with information on the impact to water rates.

**IV. Reserve fund Transfer:** Chairman Lyons presented a transfer request from the Assessor's office for unanticipated consulting services for \$5,000.00. A motion was made by Karen Dow to approve the transfer. Seconded by Heidi Bond and voted in favor 6-0-0.

**V. Model Version 2:** Karen Dow took the Committee through version 2 of the budgeting model.

**VI. Upcoming Meeting Schedule:** The Committee will be meeting on Mondays March 3<sup>rd</sup>, March 10<sup>th</sup>, March 17<sup>th</sup>, March 24<sup>th</sup> & March 31<sup>st</sup>, 2014 at 7:00 PM in the Proctor School Teacher's Lounge.

**VII. Adjourn:** A motion was made by Karen Dow to adjourn at 9:45 p.m., seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,  
Paul Dierze

Attachments:

FY2015 Topsfield Budget – Updated 2.11.14 (Elementary School Committee)

FY2015 Capital Plan Water Department

Water Department FY2015 budget 2/19/14

Budget worksheets tax recap summary

Finance Committee Model v 2.0